

Learn to take full advantage of the library's 40-workstation computer lab.



### Registration Requirements

#### Basic: Microsoft Word

Must have completed Rosenberg Library's Basic Computer Course, or has knowledge of basic computer skills. An email account is required.

#### Intermediate: Résumé Preparation

Must have completed Microsoft Word class, or have knowledge of using Microsoft Word.

#### Create Résumé and File Management

Must have completed Basic Microsoft Word course or be familiar with Word. Must have completed Résumé Preparation course.

**COURSES ARE HELD EVERY OTHER WEEK**

**To register:  
Phone (409) 763-8854 ext. 130**

## ROSENBERG LIBRARY COMPUTER LAB

### 3rd Floor

- 40+ Dell PC workstations
- High speed Internet access
- Wireless access for personal laptops
- Printing for a nominal fee
  - Black & White - \$0.10 per page
  - Color - \$0.50 per page
- Graphics workstation for special projects and educational courses
  - 3.5 floppy disk access
  - Digital media card reader
  - Scanner
- Dual patron computers, offset from main lab for parents with small children

#### Hours of Operation

**Monday through Wednesday**

**9:30 am — 5:45 pm**

**Thursday**

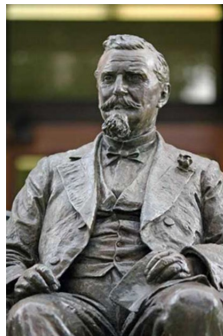
**9:30 am — 8:45 pm**

**Friday through Saturday**

**9:30 am — 5:45 pm**

Use of lab is subject to Computer Use Policy

See [www.rosenberg-library.org](http://www.rosenberg-library.org) for details.



Rosenberg Library  
2310 Sealy Street  
Galveston, TX 77550  
(409) 763-8854 ext. 130

[www.rosenberg-library.org](http://www.rosenberg-library.org)



Rosenberg Library

Presents



**Microsoft  
Word  
and  
Résumé  
Courses**  
for adults  
and teens



**Registration Required**

# Microsoft Word and Résumé Courses

Rosenberg Library offers free computer courses to patrons who want to learn Microsoft Word and create a résumé.

## Microsoft Word

### BASIC: MICROSOFT WORD SKILLS

*Tuesday 10 am - 12 pm*

- Move around in document
- Move text around on document
- Change line spacing
- Change alignment
- Change font and font size

### INTERMEDIATE: Résumé Preparation

*Wednesday 10 am - 12 pm*

- Learn the importance of having a résumé
- Learn what is needed for a résumé
- Learn how to format résumé in Microsoft Word
- Prepare to create résumé

**Registration Required  
See Reverse**



**Registration Required  
See Reverse**

## COURSES ARE HELD EVERY OTHER WEEK

<b>MONDAY</b>	<i>No Classes</i>
<b>TUESDAY</b>	<b>Basic: Microsoft Word Skills</b> 10 am - 12 pm
<b>WEDNESDAY</b>	<b>Intermediate: Résumé Preparation</b> 10 am - 12 pm
<b>THURSDAY</b>	<i>No Classes</i>
<b>FRIDAY</b>	<b>Create Résumé</b> 10 am - 12 pm
<b>SATURDAY</b>	<i>No Classes</i>

Hands-on activities help patrons to develop the confidence and skills needed to use a computer in the library lab, at home, or at work.

## Create Résumé

### Create Résumé

*Friday 10 am - 12 pm*

Most jobs require a résumé submitted with an application. This class will help you:

- Learn to create a résumé and how to update it.

## File Management

### FILE MANAGEMENT

*Friday 10 am - 12 pm*

Learn how to save documents in the computer for future references or changes.

- Save and organize documents on your computer or a flash drive.
- Change document to Portable Document Format (PDF) files.

**Registration Required  
See Reverse**